



**METROPOLITAN  
TRANSPORTATION  
COMMISSION**

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Agenda Item 2d

***Memorandum***

TO: Administration Committee

DATE: April 2, 2014

FR: Deputy Executive Director, Policy

W. I. 1161

RE: Purchase Order – Microsoft Enterprise Volume Licensing Agreement: CompuCom Systems, Inc. (\$300,000)

This memorandum requests approval for a purchase order in an amount not to exceed \$300,000 with CompuCom Systems, Inc., for a three year Microsoft Enterprise Software License and Hosting Agreement which would include an amount of \$100,00 for each year.

**Background**

MTC has standardized by installing Microsoft's operating system (Microsoft Windows) and desktop productivity software (Microsoft Office) on all of its desktop personal computers since the early 1990's. Since 2006, we have had an enterprise-wide volume licensing and support agreement with Microsoft. MTC also utilizes Microsoft's Cloud-Based subscription service for several key technology functions including email, calendaring and document management. A volume licensing agreement substantially lowers the costs for other Microsoft software that is used by a smaller number of staff, such as Project (for project planning and management) and Visio (for technical diagrams), as well as any server operating system software.

A volume licensing agreement (a) lowers the per-computer costs for the software compared to buying small quantities as staffing or technical needs change, (b) includes all future software upgrades during the life of the agreement, (c) provides a higher level of technical support, (d) provides on-line software training opportunities, (e) provides advantages to employees in obtaining low-cost software for work-related home use, and (f) provides the agency with a subscription to Microsoft Cloud-Based services.

In April 2011, this Committee authorized the Executive Director to enter into a three-year licensing arrangement for \$55,000 per year, piggybacking on a Riverside County procurement with the option to renew for one additional three-year term as permitted by MTC EDMM 352 (Third-party Contracting Services Policies and Procedures). This original approval authorized an extension of an additional three years.

**Scope of Work**

The enterprise volume license will cover all standard desktop software (such as Windows and Microsoft Office), specialized software (such as Project and Visio), server-based software (such as Windows Server and SQLServer database) and Cloud-Based services. The Cloud-Based services are in addition to those from the previous three years, and will be supported by a sole-source justification.

**Recommendation**

Staff recommends that the Committee authorize the Executive Director or his designee to execute a purchase order with CompuCom in an amount not to exceed \$300,000 over three years, subject to subsequent annual operating budget approvals.

  
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Ann Flemer

AF:nr

**REQUEST FOR COMMITTEE APPROVAL**  
**Summary of Proposed Purchase Order**

**Work Item No.:** 1161

**Work Project Title:** Microsoft Enterprise License Agreement

**Vendor:** CompuCom Systems, Inc., Rancho Cordova, CA

**Purpose of Project:** Enterprise software licenses April 2014 - April 2017

**Brief Scope of Work:** Vendor will provide Microsoft Enterprise Licensing for all Microsoft desktop and server software as well as Microsoft Cloud based subscriptions used within MTC, including version upgrades and technical support.

**Project Cost:** Not to exceed \$300,000.

**Funding Source:** Agency General Operations budget.

**Fiscal Impact:** \$100,000 is included in MTC's budget for FY 2013-14, future years are subject to approval of the FY 2014-15 (\$100,000) and FY 2015-16 (\$100,000) budgets.

**Motion by Committee:** That the Executive Director or his designee is authorized to issue a purchase order to CompuCom Systems, Inc. for the acquisition of enterprise software licenses through a Microsoft Enterprise Agreement for the remainder of FY 2013-14 through April 2017, as described above and in the Executive Director's Memorandum dated April 2, 2014, and the Chief Financial Officer is authorized to set aside funds in the amount of \$100,000 for the purchase order in FY 2013-14 and \$100,000 in FY 2014-15 and \$100,000 in FY 2015-16, subject to further agency annual budget approvals.

**Administration Committee:** \_\_\_\_\_  
Adrienne J. Tissier, Chair

**Date Approved:** April 9, 2014